

CITY OF RAPID CITY TRAVEL REQUEST

LF073008-06

Person requesting travel Steve Allender Department Police

I hereby request permission to travel for the following purpose: (Give specific nature of business and interest of the City to justify cost involved.)

to attend the annual conference - International Association of Chiefs of Police

List all other City employees, if any, making the trip for the same purpose:

Place of meeting or destination: San Diego, CA

Date of meeting November 8-12, 2008

Date trip to begin November 7, 2008 Date trip will end November 13, 2008

Method of transportation requested Air

Estimated transportation cost	\$	<u>500.00</u>
Meals		<u>227.00</u>
Lodging <u>6</u> days		<u>1200.00</u>
Other costs - description <u>Registration</u>		<u>220.00</u>
<u>Car Rental</u>		<u>170.00</u>
Total estimated cost of trip	\$	<u>2317.00</u>

Signed Steve Allender 7-17-08 Date Steve Allender Date 7-17-08
(person requesting travel) (Department Head)

When the cost of the trip will exceed \$500, per employee, this section must be signed.

In accordance with the provisions of Rapid City ordinances and travel regulations, consent is hereby given for travel as requested in the foregoing application. Maximum cost of trip authorized is \$ _____

Approved: _____ Date _____
Mayor

When the cost of the trip will exceed \$1,500, per event, Council approval is required.

Approved by Common Council on _____ (Date)

White copy - Mayor

Yellow copy - Finance

Gold copy - Department copy

7/17/08
Magge - Please put on next 4/F.
Thanks - Sam